

19063

*Mission: Providing informational, educational, recreational and cultural resources to meet the needs of Media and Upper Providence residents and the greater community.*

## **Board of Trustees Monthly Meeting Minutes**

**Monday, June 23, 2025 7:00 pm**

**Submitted by Meh Alam, Secretary**

**Attendees:** Sandra Samuel, Suzanne Cruit, Pat Scanlon, Elsa Rapp, Nancy Mott, Meh Alam, Lindsay Devine, Anita Ann, Nathan

Nancy opened the meeting at 7:05 pm and Meh took attendance

The Minutes Board Meeting 05.19.25 were approved.

### **Report Highlights, Q&A**

#### **President's Report – Nancy Mott**

- Nancy formally welcomed and introduced all newly appointed board members.
- Google Drive Maintenance: Noted the recent clean-up initiative to improve organization and accessibility of shared documents.

#### **Treasurer's Report – Pat Scanlon**

- Budget Review: Current financials were presented and discussed
- Delco Gives Campaign: Raised \$13,662.59
- Fiscal Responsibility: Emphasis placed on avoiding any budget shortfall. The Library's fiscal year aligns with the calendar year

#### **Marketing/Public Relations Report – Suzanne Cruit**

- We participate in outreach events throughout the year; There is a link in the report for upcoming events
- Media 5 Miler was a success, great participation
- Need volunteer for second Half of Dining Under the Stars

#### **Book Sale Report – Elsa**

- The Book Sale is held twice annually, with a dedicated Teachers' Event scheduled approximately one month prior to the main sale.
- Participation in the Teachers' Event directly supports the growth of the Fisher Grant—greater teacher engagement leads to increased grant impact.
- Instructions related to Delco Gives for the Book Sale Committee require clarification to ensure smooth execution.
- Instructions for Delco Gives needs to be a written schedule to organize volunteer shifts across the three-day sale period.

#### **Director's Report – Sandra Samuel**

- Featured event: Media Garden Tour
- Museum Pass Program: Patrons may reserve passes online and pick up physical passes at the Library. This model is successfully implemented in Chester County.

- MAC at the Library – Closing Reception: Held on July 31.
- Modular shelving allowed for easy reconfiguration of space to accommodate the event.
- 2025 Building Budget:
  - We budgeted \$4,348 for Repairs, and have spent \$6,095.
  - We budgeted \$5,870 for Maintenance, and spent only \$710.
- Storm Impact from June 19–20:
  - A major storm caused regional power and internet outages.
  - On June 20, the Library experienced unusually high foot traffic, with all seating and electrical outlets in use.
- Recommendation: Capture photographs during future high-traffic days to showcase community engagement on the Library’s website.

**Old Business – N/A**

**New Business –**

2025-2026 Summer Planning Session

Nancy Mott

- Proposed date: Monday, July 21
- Time options discussed: 4:00–7:00 PM or 5:00–8:00 PM
- Food will be provided during the session
- Confirmed: 4:00–7:00 PM works for all attendees
- Primary objective: Fundraising strategy development
- Planning scope: Events and initiatives spanning June 2025 through June 2026
- Action item: Assign a lead for each planned event to ensure accountability and follow-through
- Strategic planning: Need to identify longer-term priorities, as the current strategic plan is under review

Delaware County Libraries Board of Directors Mtg

Nancy Mott

- Board Representation Requirement: Each library must have a designated representative attend these meetings. Remote participation is still permitted, though in-person attendance is strongly encouraged. Meetings are held on Front Street in Media.
- Attendance History: Pat has consistently attended every meeting over the past year.
- Volunteer Sign-Up: A schedule with upcoming meeting dates has been circulated. Board members are asked to sign up for a slot and report back with any key takeaways.
- Meeting Format: Sessions occur every other month and typically last no longer than 30 minutes.
- New Member Orientation: Information about these meetings will be included in onboarding packets for new board members.
- Library Presentations: Libraries may request to present at meetings. Pat previously promoted the Book Sale during one session.

**Upcoming Dates of Importance:**

- a. July - Board Luncheon - Date to be established

Nancy Adjourned the meeting at 8:05 p.m. following a motion by Elsa and second by Meh